

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Portsmouth, VA	5. Duty Station Portsmouth, VA	1. Agency Position No. NSY010A
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13. Competitive Level Code C004					
14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	EQUAL EMPLOYMENT SPECIALIST	GS	0260	12	(b)(6)	01/11/2013
e. Recommended by Supervisor or Initiating Office	EQUAL EMPLOYMENT SPECIALIST	GS	0260	12		

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of the Navy	c. Third Subdivision
a. First Subdivision Fleet Human Resources Office Norfolk Naval Shipyard	d. Fourth Subdivision
b. Second Subdivision Equal Employment Opportunity Department	e. Fifth Subdivision
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor (b)(6) Human Resources Director	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature (b)(6)	Signature
Date 01/20/2013	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position OPM PCS for the GS-0260 series; Dec. 2000, TS-49 November 1980
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Typed Name and Title of Official Taking Action (b)(6)	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature (b)(6)	
Date 01/30/2013	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL - GS-12

25. Description of Major Duties and Responsibilities (See Attached)

Equal Employment Specialist
GS-0260-12

I. INTRODUCTION

This position is located in the Equal Employment Opportunity (EEO) Department of the Fleet Human Resources Office, Norfolk Naval Shipyard (FLTHRO NNSY). FLTHRO NNSY is an Echelon III Command reporting directly to Commander, U. S. Fleet Forces Command, via the Director, Civilian Human Resources (DCHR). The DCHR is the principal authority on Human Resources Management and Equal Employment Opportunity (EEO) for U. S. Fleet Forces Command.

NNSY is one of the largest shipyards in the world. The NNSY employs more than 9,200 personnel consisting of active military, civilian and contractors specializing in repair, overhaul, and modernization of ships and submarines. NNSY employees are skilled in technical, fabrication, manufacturing and engineering services. NNSY has specialized hiring programs for Apprentices and Engineers. The shipyard has several active bargaining units and a large population of bargaining unit employees.

The incumbent performs technical work in Equal Employment Opportunity.

II. MAJOR DUTIES

A. Program Management (30%)

The incumbent is responsible to manage one or more EEO Programs. For assigned program, the incumbent researches and develops local instructions and procedures in accordance with the latest regulations and guidelines. Incumbent publicizes program initiatives using a variety of media methods to inform and educate the workforce. Incumbent assesses program effectiveness and recommends where additional resources are required for improvements. Serves as a point of contact and meets with serviced activities and other organizations, both on and off site, to improve equal employment opportunity relationships within serviced areas.

Incumbent manages one of the following Special Emphasis Programs (SEP): Asian American/Pacific Islander Program, Hispanic Employment Program, Black Employment Program, Federal Women's Program, American Indian/Alaskan Native Employment Program, Program for Individuals with Disabilities). Prepares program information such as newsletters and EEO updates, necessary to publicize SEP events and national observances.

Collaborates with the EEO Manager, Human Resource staff and serviced activities to design and influence recruitment strategies focused on ensuring a workplace that offers equal access, competition and opportunity that meets EEOC Management Directive (MD) 715.

Incumbent serves as an EEO advisor on a variety of committees. Incumbent briefs EEO representatives and advises panels on affirmative action and EEO program requirements. Incumbent is sought out by management and employees for expert EEO consultant services, particularly for counseling, complaint processing and knowledge of assigned program areas.

Incumbent provides guidance and instruction to other EEO specialists who are less experienced and assists with complex cases and issues. The incumbent's recommendations are accepted as authoritative and technically accurate.

B. EEO Counseling. (25%)

Incumbent independently administers informal Equal Employment Opportunity complaint program for assigned activities. Conducts fact-finding; analyzes and evaluates complaints; whenever possible negotiates resolutions with management and the complainant. Incumbent consults with line officials, complainants, complainant agency representatives and develops resolutions to discrimination complaints. Incumbent drafts legally sufficient mediation and settlement agreements; coordinates resolutions with other FLTHRO staff and activity personnel. On cases that complainant requests fact-finding instead of ADR, incumbent conducts a review of pertinent information associated to Title VII, Equal Pay Act, Age Discrimination in Employment Act, Rehabilitation Act, and/or the Genetic Information Nondiscrimination Act. Incumbent conducts witness interviews, produces comprehensive counselor reports for formal EEO complaints which includes precise descriptions of claims, pertinent dates and witness information that bears on jurisdictional claims, such as timeliness. Incumbent focuses on systematic analysis of informal complaints to identify institutional barriers to equal employment opportunities and effective fact finding to develop and/or propose solutions to the involved parties and the DEEOO.

C. Formal EEO Complaint Processing (20%)

Incumbent analyzes complaints and determines if allegations are timely and within the purview of EEO regulations. Incumbent is responsible to define complaint issues and write acceptance or dismissal decisions. Incumbent writes correspondence for cases not handled at the counseling stage and researches case precedents. Incumbent ensures formal complaints are processed in a timely, accurate and complete manner and meet EEOC regulation and Navy directives. Incumbent follows complaints through process of acceptance/dismissal, investigative, hearing and appellate stages. Incumbent reviews completed investigative reports for sufficiency under the pertinent law applicable to the claim. Incumbent is responsible for the administrative functions of requesting, scheduling and arranging for

investigations of informal, formal and mediations at all stages of complaints process. Incumbent is responsible to ensure all pertinent data requested by the DOD investigator is collected and made available on or before due dates or deadlines.

D. Advisory services. (15%)

Incumbent provides advice and assistance to management, supervisors, representatives, employees and applicants to ensure workplace policies and procedures are established and carried out in accordance with existing case laws and regulations. Advice is primarily in response to specific requests or assignments related to immediate problems identified by EEO complaints and concerns for potential complaints. Incumbent may act as an advisor to activity EEO committees and attend meetings to discuss special emphasis events with committee chair. The incumbent keeps the command leadership informed of the goals and objectives of the Committee and how they support the mission of EEO within the Department of Navy.

E. Training. (10%)

Incumbent conducts annual, required or requested training or briefings for employees and management in the Prevention of Discriminatory Harassment, Discrimination Complaints System, EEO Program Management and the Model EEO Program. Training provides information on how to file complaints, employee and management rights and responsibilities within the EEO program and advice on strategies and policies.

Performs other duties as assigned.

III. FACTOR STATEMENTS

Factor 1. Knowledge

1-7 1250 pts

Knowledge of the laws, regulations, Executive Orders, court decisions and issues related to the Federal EEO program and skill in applying this knowledge to analyze facts, identify problems, report findings, make conclusions and recommend corrective or other appropriate actions to solve difficult problems.

Knowledge of agency procedures for accepting, investigating, and settling complaints and the legal rights and obligations of the parties; and skill to apply this knowledge in advising employees, managers, and others of their rights and obligations and to assist in resolving complaints.

Knowledge of the organizational structure of supported activities to include missions, functions, and operations to implement and instill equal employment opportunity to the command.

Knowledge of statistical analysis of workforce data to determine under

representation and establish objectives for special emphasis program planning and achieving parity.

Knowledge of Federal personnel administration including appeals and grievances, management employee relations, recruitment and selection which permits the incumbent to identify systemic problems affecting EEO and develop recommendations to correct identified problems.

Skill in written and oral communication to prepare and present findings and recommendations relevant to difficult and controversial issues, and to develop and provide training and/or prepare instructions.

Knowledge of and skill in the use of EEO tracking and data programs including iComplaints, Department of Navy AEP Reporting Tool (DART), and e-versity.

Operational knowledge of Word, PowerPoint, Excel, Access, and the components of the Modern Defense Civilian Personnel Data Systems (DCPDS) and iComplaints sufficient to work effectively and without assistance within those systems to accomplish office work.

Factor 2. Supervisory Controls **2-4** **450 pts**

The Equal Employment Manager provides general supervision and establishes program goals and objectives, approves general plans and schedules and establishes priorities. The incumbent carries out assignments to completion independently. The supervisor reviews recommendations, decisions, reports, correspondence, etc., to determine conformance with program and policy requirements of the command, other appropriate Department of the Navy authority, the Office of Personnel Management (OPM), and the Equal Employment Opportunity Commission (EEOC) and to determine if objectives have been met. Results of work are normally accepted without change.

Factor 3. Guidelines **3-4** **450 pts**

Guidelines include laws, Executive Orders, policy statements, court/appeal decisions; and EEOC, OPM, Department of Defense (DoD), DON, and higher headquarters regulatory issuance. Guidelines also include labor agreements and agency guides to cover most procedural questions, however, few written guides are provided for identifying and defining systemic barriers to equal employment opportunity and developing local action to eliminate them. Guidelines are used to structure local program initiatives and handle individual problems. Many significant problems are encountered which are not covered by the guidelines or for which the guidelines are vague or in conflict. The incumbent exercises judgment in interpreting existing guidelines to formulate affirmative action initiatives, complaints processing policies, EEO policy statements and plans to meet EEO goals/objectives specifically identified for supported activities.

Factor 4. Complexity**4-4****225 pts**

Complaints are complex and controversial and require intensive fact-finding, research, in-depth analysis and innovative approaches and methods for developing proposed resolutions. The organization is complicated by hiring freezes, RIFs, frequently changing missions, new offices being established and disestablished, class complaints, turnover of high-level military managers, frequent reorganizations, prevailing perceptions of unfair treatment, union activity, and interest of civil rights organizations. Assignments include implementing special programs, assisting in developing affirmative action plans, handling complaints, recommending solutions to difficult EEO problems, providing guidance to counselors, and preparing or assisting in the preparation of recurring EEO reports. Assignments require the full range of analytical and other techniques to identify trends, barriers, policies or practices that violate EEO principles and to solve problems or recommend solutions. The specialist must choose from several courses of action with little or no supervision depending on the facts or issues involved and the objectives of the assignment. Many interrelated facts must be considered and the most appropriate principles and precedents selected in making recommendations, decisions, or drawing conclusions. The work requires a high degree of judgment in analyzing and recommending solutions to problems that adversely affect equal employment opportunity.

Factor 5. Scope and Effect**5-4****225 pts**

The work involves the independent investigation and analysis of individual equal opportunity problems and recommending or negotiating the resolution of problems which can be of a controversial or precedent setting nature, such as a finding of discrimination or non-discrimination in a particular case. The work also involves analyzing the EEO environment and assisting the Equal Employment Manager in formulating affirmative action plans for both the short and long term. The work results in resolution of individual complaint cases, or the factual presentation of information to be used by the EEO Manager or others in altering employment practices in the Fleet.

The work results affect the adequacy of the affirmative employment program, the effectiveness of formal/informal individual complaint adjudication, the implementation of equal employment opportunity programs and impacts employment practices, targeted EEO groups, and command policies.

Factor 6. Personal Contacts**6-3****60 pts**

Personal contacts are with managers/supervisors, employees, outside applicants, union representatives, local community leaders/groups, counselors, HR specialists, attorneys, and the agency, activity heads,

Investigators with the Office of Complaint Investigations, Navy Headquarters, and EEOC officials.

Factor 7. Purpose of Contacts

7-c 120 pts

The purpose of the contacts is to influence and persuade employees and managers to accept and implement findings and recommendations. The incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems. Must be skillful in approaching contacts to obtain the desired effect; e.g., gaining compliance with established policies and regulations by persuasion or negotiation.

Personal contacts are for the purpose of gaining information, conducting a fact-finding, developing a case file, and providing a recommendation to negotiate a complaint settlement/resolution and to resolve difficult and/or emotionally charged employee problems.

Factor 8. Physical Demands

8-1 5 pts

Regular and recurring work may require sitting at a desk and sitting in conferences and meetings except for visits to activity work sites, which requires riding in an automobile and/or brief periods of walking. The incumbent may be required to stand for periods for approximately two to three hours when conducting briefings/training. No special physical exertion is required.

Factor 9. Work Environment

9-1 5 pts

Most work is performed in an office setting. The incumbent will, however, frequently have to travel to sites of serviced activities by car or on foot. Occasional travel to attend training/conferences may be required which could be via automobile or airplane. The work sites will not necessarily be climate-controlled. Visits to controlled industrial areas may require the use of protective glasses, headgear, or hearing devices, and protective clothing.

Other:

Occasional travel away from the normal duty station is a requirement in the position.

Overtime may be required.

This is a non-critical sensitive IT-11 position requiring the incumbent to obtain and maintain security clearance eligibility at the secret level and/or eligibility for continued assignment to a sensitive position. The incumbent has access to information requiring protection under the Privacy Act of 1974 and to DOD and DON IT system(s) with ability to access and/or impact sensitive data. The work involves duties requiring confidence and trust.